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AQIM Handbook

Predeparture Air Passenger

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Introduction

This pathway covers predeparture activities in air passenger. Information must be recorded on a worksheet.

Predeparture Air Passenger Worksheet

On the next page, there are two record forms you can use to record the information gathered for AQIM purposes for inspecting air passengers in predeparture. Feel free to remove, photocopy, and reuse the following page. The worksheet is also available on disk; contact your local AQIM coordinator.

The form is also available as a fillable form; go to:

http://www.aphis.usda.gov/ppq/manuals/pdf_files/AQIM_in_PDF/Predeparture_Passenger.pdf

PREDEPARTURE AIR PASSENGER - AQI MONITORING DATA

2 Record Form

Workunit: _____ Terminal: _____ Day of Week: _____ Date: _____ / _____ / _____

A) Airline: _____ B) Flight Number: _____ C) Time: _____ D) Pax Origin: _____

E) Pax CITY/STATE Destination: _____ / _____ F) Number of Pax: _____ G) Number Pax Not Present: _____

H) Number Bags Inspected: HC _____ CKD _____ I) All Bags Present: ☐ Yes ☐ No J) Any Item(s) of Agriculture Interest: ☐ YES ☐ NO

Inspected by: _____

List Item	Amount++	Declared No Yes	Action Taken*	Type Luggage Found In : **	Hand Carried or Checked	Pest No Yes	Contaminant No Yes	Pest Number	Pest Identification or Contaminant
_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____
_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____
_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____
_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____

A) Airline: _____ B) Flight Number: _____ C) Time: _____ D) Pax Origin: _____

E) Pax CITY/STATE Destination: _____ / _____ F) Number of Pax: _____ G) Number Pax Not Present: _____

H) Number Bags Inspected: HC _____ CKD _____ I) All Bags Present: ☐ Yes ☐ No J) Any Item(s) of Agriculture Interest: ☐ YES ☐ NO

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_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____
_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____

* Action Taken: S - Seized CT - Clean/Treatment IR - Inspect and Release

** Type Luggage Found In: 1 - Suitcase 2 - Duffle Bag 3 - Hand Carry Bag 4 - Backpack 5 - Basket/Straw Bag 6 - Carton / box 7 - Cooler

HC = Hand Carried Luggage CKD = Checked Luggage
++ All weights must be in KGS not LBS, if other then weight see form instructions

10/01/2002

INSTRUCTIONS: PREDEPARTURE AIR PASSENGER MONITORING FORM - FY 03

10/01/2002

Record the Workunit, Terminal, Day of the Week and Date of Inspection. Data fields above the starred line must be filled in for a completed monitoring record even if no agriculture item(s) are found. If answer to data field I is Yes, record information for all appropriate data fields below the starred line.

2. All QMIs found need to undergo 100% inspection for pests. All pest types found on QMIs must be recorded on pest interception form(s).

A) AIRLINE: Record the carrier NAME (using two letter designation).

B) FLIGHT NUMBER: Record the flight NUMBER.

C) TIME: Record, in military time, the time of day the inspection began.

D) PAX ORIGIN: Record the city (or county, if appropriate) of origin of the passenger. Spell out the city name.

E) PAX DESTINATION: Record the passenger's destination. If in U.S., indicate the state using the appropriate 2 letter abbreviation, if foreign, indicate the country. See Examples 1 and 2 for additional information on proper recording of final destination.

Example 1: Passenger "A" departs Honolulu with a final destination of IL. Passenger "A" makes a connecting flight in Los Angeles and continues to Chicago. The Pax Destination should be recorded as IL. Example 2: Passenger "B" departs Honolulu with a final destination of IL. Passenger "B" leaves the airport in San Francisco for a day prior to taking a flight to Chicago. The Pax Destination should be recorded as CA.

F) NUMBER OF PAX: Record the number of passenger(s) present in the unit selected for the random inspection.

G) NUMBER PAX NOT PRESENT: If the sample included baggage from passenger(s) not present, record the number of passengers missing during the inspection. Example: A family unit (3 persons) is selected for inspection. During the interview of the passengers, you discover that one family member is returning the rental car. Record '3' for Number of Pax and '1' for Number of Pax Not Present.

H) NUMBER OF BAGS INSPECTED: Record the number of hand carried (HC) and checked (CKD) bags inspected.

I) ALL BAGS PRESENT: Check the appropriate response. Example: If a passenger or 'well-wisher' has baggage destined to the mainland which is not available for inspection, check NO.

J) ANY ITEM(S) OF AGRICULTURAL INTEREST?: Check whether the passenger has an item of agriculture interest. Agriculture interest is defined as items (such as plants, plant products, meat or animal products, shoes, ...etc.) that require PPQ's attention for purposes of regulation, inspection for pests, seizure, cleaning, verifying paperwork...etc. IF YES, then **COMPLETE THE SECTION BELOW THE STARRED LINE.**

INSPECTED BY: Record name or badge number of person responsible for the inspection of the passenger(s) selected. This data is for local office use, it is not recorded in the monitoring database.

LIST ITEM: Record the name of each item of agricultural interest found during the inspection. List one item per line, beginning with item seized then items cleaned or treated and finally items inspected and released. If there are more than four items indicate the number of additional items on the fourth line. For example, list orange, mango, pineapple and 2 additional items.

AMOUNT: Weight data is important as a standard for risk analysis. Most items can be recorded as a weight. Indicate the weight in kilograms. Obtain or accurately estimate weight of items (apple, orange, etc.) whenever possible. For plant items (flowers, etc) record number of stems or pieces. For leis, record the number of leis, not stems or pieces. For items not practical for obtaining weight (shoes, etc.), record the quantity of these as pieces.

DECLARED: Check the appropriate response.

ACTION TAKEN: Record the appropriate response using codes found on the bottom of the front side of the form.

TYPE LUGGAGE FOUND IN: Record the appropriate response using codes found on the bottom of the front side of the form.

HAND CARRIED OR CHECKED: Check appropriate response. HC= Hand Carried Luggage and CKD = Checked Luggage.

PEST PRES(ENT): Check correct response to indicate if a pest was found. Record Reportable or Actionable pests, if status not known yet, make sure to update record

CONTAMINANT PRESENT: Record if items were contaminated or not. If Yes, record the contaminant associated with the item and the amount (weight) of the contaminant.

PEST NUMBER: Record NONE if no pests found on/in/with item. If pest found, send all pests intercepted to identifier for identification. Mark the interception "PROMPT: AQI MONITORING". Record the assigned interception number(s) . This may need to be done at a later time or by local identification personnel.

PEST IDENTIFICATION OR CONTAMINANT: Record the genus and species for all reportable pests or list the contaminant, if applicable.

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Data Collection and Maintenance

[To be developed.]

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Data Analysis

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